

DRAFT

AC-04

ABBREVIATED CORRECTIVE ACTION PLAN and BUDGET for CONTAMINATED SOIL EXCAVATION AND DISPOSAL

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY
PETROLEUM RELEASE SECTION (PRS)
STANDARD FORMAT FOR AN ABBREVIATED CORRECTIVE ACTION PLAN - COST ESTIMATE
(Revised May 1, 2003)

An outline has been developed by PRS to illustrate basic information an *Abbreviated Work Plan and Budget for Soil Excavation and Disposal* must contain before it will be reviewed by PRS. Abbreviated Corrective action plans and Budgets are requested by PRS when either a plethora of site information already on-file makes additional background or detailed plan information redundant, or when the tasks are routine, or when a more meaningful summary report containing background information may be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an *abbreviated corrective action plan and budget for soil excavation and disposal* when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section. Additional tasks not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by PRS.

1.0 COVER LETTER (One Page)

- 1.1 Date
- 1.2 Responsible Party's Name and Mailing Address
- 1.3 Contact Person's Name and Mailing Address (if different from above).
- 1.4 Subject Line with the following information:
 - 1.4.1 Title (**Abbreviated Corrective action plan and Budget for Soil Excavation and Disposal**) for the petroleum release at (Facility Name, Street Address, Town), MT (Zip Code); DEQ Facility ID (Number) and Release (Number).
- 1.5 Introductory paragraph containing reference to PRS request for abbreviated corrective action plan and budget, and purpose of proposed (contaminated soil excavation, landfill disposal, or landfarm treatment) event.
- 1.6 Scope and schedule paragraph specifying the quantity (banked cubic yards or tons) of soil to be excavated, disposed, or remediated, and if applicable, the number and location of soil and samples to be collected, laboratory analysis proposed, and approximate date of field activities.
- 1.7 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 BUDGET

- 2.1 Labor to prepare the subject abbreviated corrective action plan and budget
- 2.2 Soil Excavation Unit-Cost Worksheet (preferable), or
- 2.3 Time and Materials (if requested by PRS)
 - 2.3.1 Materials
 - 2.3.2 Equipment
 - 2.3.3 Labor
 - 2.3.4 Reporting (abbreviated event summary, or standard cleanup report, whichever is required by PRS)